



- POSITION TITLE:** Economic Development Project Manager
- LOCATION:** Columbia Economic Development Corporation
One Hudson City Centre, Suite 301, Hudson, New York 12534
- SALARY:** \$55,000-\$60,000
- APPLICATION PROCEDURES:** All interested persons that meet the qualifications listed below are encouraged to submit a cover letter and resume by EMAIL ONLY to **Lisa Drahushuk at ldrahus@columbiaedc.com**
- APPLICATION DEADLINE:** November 10, 2023

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in public administration, business administration, finance, marketing, planning or related field. Demonstrated work experience at a level that includes project development, research, database management, business assistance, or related activities.

GENERAL INFORMATION:

Columbia Economic Development Corporation (CEDC), a New York Local Development Corporation, is the lead economic development organization for Columbia County, New York. Its mission is to strengthen the area's tax base through economic development and job creation, to assist business to locate and expand within the County, and to promote Columbia County as a premier spot for both business investment and personal opportunity.

In addition to its overall economic development activities, CEDC also administers the City of Hudson Industrial Development Agency, Columbia County Industrial Development Agency and the Columbia County Capital Resource Corporation, and provides additional business development assistance through programs for the Small Business Administration's Microloan program, CEDC's Revolving Loan Fund, seminars and one on one assistance. To address infrastructure and quality of life, CEDC works closely with the County Board of Supervisors and its Affordable Housing Task Force on housing issues and the needs of Columbia County workforce. CEDC staff's unwavering commitment to economic development has made them an essential resource for small businesses and residents looking to grow and thrive in Columbia County.

JOB DESCRIPTION:

Under the supervision of the President & CEO, the Economic Development Project Manager plans, organizes, monitors, and evaluates economic development initiatives, projects and activities in

accordance with the CEDC mission and Strategic Plan. The Economic Development Project Manager position requires excellent written and oral communication skills, as well as organizational and analytical skills, along with strong working knowledge and experience in the field of economic development.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the President & CEO, the Economic Development Project Manager is responsible for assisting with the planning, organizing, managing, and analyzing economic development projects throughout Columbia County. Duties associated with this include, but are not limited to:

- Work with CEDC staff, board members, and other stakeholders to evaluate and advance economic development projects at the direction of the President & CEO.
- Support CEDC partnerships with business, government, education and not for profit leaders and community stakeholders, serving as a resource and advocate in supporting economic development opportunities and initiatives.
- Attend meetings as directed by the President & CEO. These may include CEDC Board meetings, CEDC Committee meetings, local government meetings, and staff meetings among others.
- Conduct financial analysis of economic development projects and activities, as directed.
- Assist with administrative and management tasks to ensure the efficient operation of the office and execution of economic development projects.
- Research and maintain database information of economic conditions and trends of Columbia County, as well as monitoring and reporting on CEDC performance metrics.
- Work with computers to effectively execute job duties. This includes competencies with Microsoft Office, customer relations management programs such as Insightly, email marketing tools such as MailChimp, and social media platforms, etc.
- Continued professional development in the field of economic development.
- Regularly report and present activities to the President & CEO, CEDC Board, local government officials, businesses, and other stakeholders.
- Assist the President & CEO to strengthen the Columbia County economy and advance the CEDC Strategic Plan as directed.

COMPREHENSIVE BENEFITS PACKAGE:

- Retirement Savings Program
- 10 paid holidays
- Health Insurance or Waiver
- Life Insurance
- Generous Paid Time Off